

SECURITY SPECIALIST SUPERVISOR

DEFINITION

Under direction, is responsible for supervising and participating in the guarding of City property and controlling access to buildings and facilities; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Supervises employees, to include conducting performance evaluations, approving/disapproving leave requests, and/or initiating disciplinary action;

Assigns tasks to workers for completion based on priority of work;

Trains employees on safety and security procedures;

Patrols buildings and grounds in designated areas; checks doors and windows for security; locks doors and turns out lights;

Reports unusual situations; operates radio equipment or telephones to dispatch the necessary assistance;

Oversees all aspects of building security systems;

Secures area if packages are delivered that are suspected of containing hazardous or explosive material;

Develops, fills out and maintains routine forms and logs; maintains files;

Engages in public contact involving answering the telephone and/or face-to-face contact in order to take complaints and answer inquiries;

Enters data into a computer terminal and/or generates reports;

Oversees monitoring of closed circuit television monitors, video recorders, computers, or control panels;

Responds to duress alarms, fire alarms, and other related problems;

Designs and enforces action plans related to specific alarms;

Reviews and maintains closed circuit television tapes;

Cooperates with law enforcement agencies and other departments when viewing of closed circuit televisions' tapes is requested;

Maintains all aspects of personal access control card system;

Oversees alarm response procedures;

Coordinates on-sight building evacuations and emergencies; works closely with uniformed response units during building emergencies when needed;

May testify in court.

MINIMUM QUALIFICATIONS

One (1) year experience as a Security Specialist with the City of Columbus or comparable experience.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and write the English language; ability to communicate both orally and in writing; ability to write incident reports from personal observation or from witness accounts; ability to follow oral and written instructions; ability to maintain a simple filing system; ability to operate a computer and related software; ability to get along with other people; ability to think and act quickly in an emergency; ability to maintain alertness; ability to recognize when something is wrong or out of place; ability to see objects clearly that are further than twenty (20) feet away; ability to see objects clearly that are less than two feet away; ability to recognize names and numbers; ability to visually recognize persons and their activities; ability to recognize sounds and understand their significance; ability to stand for at least two hours; ability to sit for at least fifteen (15) minutes.

Probationary Period:	365 days
Examination:	Competitive
Class Code:	3539
Job Family:	Protective Services
EEO Job Category:	Protective Service
Compensation Plan:	CMAGE/CWA
Salary:	Grade 53
Class established:	04-29-02
Current spec:	04-29-02
Commission action taken:	Create
Last reviewed:	04-29-02